



PACIFIC ISLANDS
FORUM SECRETARIAT

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Applicant Information Package

HUMAN RESOURCE OFFICER

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About The Pacific Islands Forum Secretariat

Founded in 1971, the Pacific Islands Forum is the region's political and economic policy organisation.

The work of the Pacific Islands Forum Secretariat (PIFS) is guided by the **Framework for Pacific Regionalism** (FPR), endorsed by Forum Leaders in 2014, which embraces, their Vision for:

A region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy, and productive lives: and calls for;

The expression of a common sense of identity and purpose, leading progressively to the sharing of institutions, resources, and markets, with the purpose of complimenting national efforts, overcoming common constraints, and embracing sustainable and inclusive development within Pacific countries and territories and for the Pacific region as-a-whole.

The FPR is underpinned by the **Blue Pacific** narrative, endorsed by Forum Leaders in Samoa in 2017, which calls for a long-term regional commitment to act as one "Blue Continent" as the means to achieve its development aspirations. The Leaders ambition is for the *Blue Pacific* to serve as the platform to reinforce and inspire the region in its shared stewardship of the Pacific Ocean, and to reaffirm the connections of Pacific peoples across the vast oceanic continent, with its natural resources and environment, biodiverse ecosystems, cultures and, livelihoods and prospects.

For more information about PIFS visit www.forumsec.org.

About the Human Resource Team

The Human Resource (HR) team works under Corporate Services providing responsive and efficient corporate support to all areas of the organisation. The HR team works on operational and strategic HR issues in the following areas: recruitment and onboarding, workforce planning, succession planning, performance management, learning and development, employee relations, establishment management, organisational culture and development and workplace health and safety.

About the Position

The Human Resource Officer's role is to support the Team Leader in achieving the team's strategic objectives, and by acting as the HR lead on a range of different projects and responsibilities, develop the organisation's people, support whole of organisation Human Resource initiatives and manage organisational development.

General Capabilities

The *Forum Secretariat* has, since 2015, undergone organisational reform and restructure, to achieve efficiencies, effectiveness and a greater level of consistency across-the-organisation in the way workforce capability is developed, and capability gaps are identified and addressed. Consequently, PIFS has produced a *Capability Framework* (CF) that provides a common platform - to clarify performance expectations and job behaviours required for roles, at all of the various levels.

The position of Human Resource Officer would be aligned to capabilities listed under Level C of the Capability Framework. A high-level summary of Level C core capabilities is outlined below.

CORE CAPABILITIES:

Planning & Prioritising	"Developing and committing to personal, team, KRA and organization wide plans"
Communicating with Purpose and Effect	"Clear communication while knowing your target audience and the outcomes you are seeking"
Leading and Collaborating	"Actively leads self, others and organization to establish a positive and productive organization culture"
Applying Critical Thinking	"Gathering, organizing and analyzing information for effective decision making"
Developing and Strengthening Relationships	"Working cooperatively and establishing, developing and maintaining business relationships"
Delivering Value	"Deliver Outcomes that meet agreed quality and timeliness measures"

SUPPLEMENTARY CAPABILITIES:

Supplementary Capabilities required include: building for the future, promoting effective workplace practices, managing and coordinating projects as well as using systems, tools and technology.

Position Accountabilities

The position holder's accountabilities will be aligned, but not limited to, the key responsibilities outlined below:

1. Organisational Development

- Support the Team Leader to implement and operationalise the organisation's HR strategies;
- Undertake timely reviews of HR practices and strategies and develop action plans to close gaps;
- HR Lead for all change and restructures within the Secretariat, under approved processes, ensuring that formal consultation processes take place with all affected staff via the Staff Association;
- Facilitate training to support the Capability framework, organisational development and change processes;
- Actively identifying gaps, proposing and implementing changes necessary to cover risks associated with change.

2. Employee Relations

- Ensure that all HR employment policies and procedures are regularly reviewed and continue to reflect best employment practices;
- HR lead on all compulsory redundancy processes, ensuring compliance with best practice and the Secretariat's Redundancy Policy (and other relevant policies);
- Facilitate regular HR seminars/ workshops to provide line managers with information on latest changes, trends and how these will impact on their management responsibilities and existing policies and procedures;
- Support cultural changes across the Secretariat through a variety of different methods, including implementing action plans following the Staff Survey, enabling line managers to more effectively manage their staff, strongly encouraging managers to take greater responsibility for their staff;
- Coach managers to get the best out of their staff;

- Support employee engagement processes by working with the Staff Association through meetings, effective negotiations and consultation related to staffing matters;
- Executing the annual online Staff Survey and analysing data, benchmarking year on year and production of an Action Plan to address any areas of concern for SMT approval;
- Advise TLHR on staff well-being, actively seeking ways of supporting the management of workplace stress;
- Developing trusted relationships with staff and managers;
- Supporting the performance of managers and staff - including assistance with general staff performance issues and the management of staff during change;
- Arranging and facilitating suitable training for Secretariat staff including staff development, on-the-job training, specific courses and in-house workshops;
- Understanding and explaining the context for organisational change;
- Deal with workplace conflict through an effective mediation service and through anti-bullying and anti-harassment ambassadors;
- Update and administer staff awards processes for an effective staff award system which recognises excellent performance;
- Act as HR lead for all matters associated with safety within the Secretariat.

3. HR Generalist

- Support the production of HR updates for all staff, as appropriate;
- Support the effective delivery of a higher performing HR service, through the further development of the HR Team, ensuring that the high standards within the team are developed and maintained;
- Assist the HR team with personnel transactions (recruitment, induction, probation, confirmation, performance evaluation and exit processes);
- Assist the HR team to drive up standards within the team and to ensure that the HR team provide a high level of customer service at all times.

Note: The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process

Position complexities

Most challenging duties typically undertaken:

- Prioritising demanding operational tasks and strategic initiatives

Qualifications and experience required for the role

This section is designed to capture the expertise required for the role at the 100% fully effective level. This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies:

- A university bachelor's degree or equivalent in Human Resource Management, General Management/Business, Psychology, Sociology, Education or a related discipline;
- Substantial experience and excellent understanding in HR best practice and ability to apply this to employee relations cases.
- Experience of formal report writing for different audiences.
- Experience of performance management and working within defined policies and procedures.
- Experience with managing organisational change projects including restructures and redundancy programmes.

Functional Relationships & Relationship skills

The role will need to liaise with many stakeholders, key contacts and typical nature of their relations are:

External:

- Training & Development Specialists
- CROP counterparts
- HR Consultants
- Suppliers

• Giving/receiving information, explaining things, liaising, facilitating, influencing and persuading, resolving minor conflicts, negotiating, formal negotiation.

Internal:

- Team Leader HR & Admin
- Director Corporate Services
- Senior Management
- Team Leader Organisation & Strategy
- Other Team Leaders
- All Staff
- Staff Association

• Courtesy, giving/receiving information, explaining things, advising, gaining cooperation, facilitating, influencing and persuading, identifying issues, resolving conflicts, mediating, negotiating.

Direct Reports

The role has no direct report.

Level of Delegation

The position holder has no financial delegations.

Additional Information

- PIFS advocates for equal opportunities
- Incumbent is physically fit and able to travel frequently
- Hold a current passport valid at least 6 months

Change of Position Description

This position description may be subject to change from time to time in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as required.

This Position Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

Summary of Conditions, Benefits & Entitlements

The Forum Secretariat is part of the participating agencies of the Council of Regional Organisations of the Pacific (CROP) that have agreed through their governing councils to standardise employment conditions. Outlined in this section are the conditions, benefits & entitlements that accrue to the position of Human Resource Officer.

Contract Term

- *Principle:* To ensure recruitment and retention of the best person for the position.
- *Practice:* The successful candidate will be entitled to a contract term of three years subject to a satisfactory medical examination and performance during a six-month probation period. On completion of three years at the Secretariat, a contract may be renewed for up to three (3) years based on performance, funding, and the need for the position, with a maximum employment term of nine (9) years.

Working hours

- *Principle:* To ensure that the minimum legal standard is met.
- *Practice:* Normal working hours are 37 hours per week with the official office hours being:
Monday – Thursday: 8:30am – 5:00pm
Friday: 8:30am – 4:30pm.

Salary

- *Principle:* To ensure relative worth of similar positions across CROP agencies is maintained and consistent with the market, a sample of positions across participating CROP agencies are validated and sized to ensure equivalent salaries are paid for equivalent jobs. Salaries for all Secretariat positions that are advertised internationally, are assessed annually compared to the reference markets which are the median of the Australian and New Zealand Public Service Sectors and the Fiji All Organisations market.
- *Practice:* This position is placed on the Officer Bands, is denominated in Special Drawing Rights (SDR) and paid in Fiji Dollars according to the average SDR/Fiji exchange rate for the preceding month. The starting salary will be in the range of **SDR 24,105 to SDR 30,325** per annum. At the 1 November 2019 exchange rate this salary range was equivalent to **FJD72,539 to FJD91,257**.

Superannuation

- *Principle:* To provide the minimum legal requirement of the host country.
- *Practice:* This entitlement amounts to the minimum Employer Contribution rate as provided in the Fiji National Provident Fund Act (currently 10%), which will be paid as a cash supplement to salary or to a nominated superannuation fund. For Fiji citizens this will be paid to the Fiji National Provident Fund.

Housing

- *Principle:* To ensure that staff have access to a reasonable standard of housing appropriate to their position.
- *Practice:* Rental assistance equating to 75% of suitable standard accommodation is paid to incumbents of positions that have been advertised internationally. Maximum rates are reviewed annually.
The maximum rental assistance payable is FJD3,000 per month or FJD 36,000 per annum in Suva. The assistance for overseas locations will be set following a review of the rental housing market.

Education

- *Principle:* To enable staff to have their dependent children educated to a recognised and acceptable standard.
- *Practice:* 75% of actual costs of fees for tuition, board and sanctioned tutorials are reimbursed up to a maximum of FJD21,855 per child per annum (in Suva) and up to a maximum of FJD65,565 per family per annum.

Recruitment & Repatriation Entitlements

- *Principle:* To meet costs of travel, accommodation and for moving personal effects of staff and dependents to enable a move to the base station on recruitment and back to recognised home on repatriation.
- *Practice:* Airfares, packing and removal costs for staff, spouse and dependent children between point of recruitment and Suva will be facilitated and paid by the Secretariat. Hotel accommodation for 6 working days is provided for staff on arrival and on repatriation. Reasonable removal expenses (packing, insuring, shipping and unpacking) from place of recruitment and on end of contract. A 20-foot container is the family entitlement for this purpose.

Establishment Grant

- *Principle:* To assist with settling in expenses.
- *Practice:* A grant equivalent to SDR 2,500 will be given to staff recruited from outside the greater Suva area.

Health/Life Insurance

- *Principle:* To provide standard health insurance.
- *Practice:* Health insurance covering local medical consultation, pharmaceutical benefits and overseas medical treatment (subject to certain conditions) and term life insurance equivalent to three times the base salary is provided for staff.

Annual Leave

- *Principle:* To provide for recuperation and recreation.
- *Practice:* The entitlement for annual leave is 25 working days per annum.

Sick Leave

- *Principle:* To provide for leave for illness or accident.
- *Practice:* The allocation for sick leave is 21 days per annum.

School Holiday Travel

- *Principle:* To enable parent-child reunion.
- *Practice:* One economy class return airfare per annum for a dependent child to visit their parent at the base station or one economy class return air fare for a staff member or spouse to visit their dependent child studying overseas.

Home Leave Travel

- *Principle:* To enable staff to maintain contact with their home environment.
- *Practice:* After having completed 18 months service, expatriate staff members are entitled to home leave airfares provided they return for the remaining time of their contracts. The entitlement is for reimbursement of one economy class return flight between Suva and the place of normal residence for the staff member, spouse and dependent children.

Repatriation Grant

- *Principle:* To assist staff from outside the base station settle back in their home location.
- *Practice:* A grant equivalent to SDR 2,500 will be given on repatriation.

Tax Status

- *Practice:* Remuneration is taxable for Fiji nationals and may be tax-free in Fiji for non-Fiji nationals. It is the responsibility of the
- *Principle:* To meet the minimum legal requirements as agreed through the Establishment Agreement between the organisation and the host government.

Other Benefits

- Other benefits include family leave, maternity leave and special leave at the Secretary General's discretion.

Administrative Information

The closing date for applications is **10 January 2019**. Applications should contain full information on education and career background. Applicants must also provide the names, addresses (postal & e-mail), fax and telephone numbers of three employment referees.

Interested applicants are encouraged to apply through our website: www.forumsec.org where an information package containing the job description and remuneration details is also available.

General Information on the Pacific Islands Forum Secretariat is available on the website.